



**STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH SERVICES
RADIOLOGICAL HEALTH SECTION**

GUIDANCE FOR CHANGE OF OWNERSHIP OF A RADIATION OR MRI MACHINE

He-P 4040.05 of the New Hampshire Rules for the Control of Radiation (NHRCR) requires registrants to submit a completed FORM **DHHS/RHS D** "Certificate - Disposition or Change of Ownership of Radiation or MRI Machine" provided by DHHS/RHS when modifying the possession of a registered machine as follows:

- (1) Upon disposal of a registered machine either by donation or disposal;
- (2) Upon change of ownership of a business entity with a registered machine(s);
- (3) Upon replacement of a registered machine by a registered service provider;
- (4) Upon disposal of an originally registered machine unable to be repaired or calibrated; or
- (5) Upon the sale of a registered machine.

In accordance with NHRCR He-P 4040.04(i), this notification to DHHS/RHS must be made in writing within **15 days** of the disposition or change of ownership of the machine.

If the transfer of ownership of the radiation or MRI machine is part of the sale of a business entity using such machines, the following items are required in addition to completed DHHS/RHS-D forms:

- An originally signed letter of notification from the 'previous owner' detailing the sale of the business entity to include the name of the 'new owner', the number of and make/model of the machine(s) transferred to the new owner and the exact date of sale/change of ownership.
- A letter from the previous owner requesting permanent account closure when no longer possessing a radiation or MRI machine.

NHRCR He-P 4040.04 requires **new owners** of a radiation or MRI machine to register such machines with DHHS/RHS within **30 days** after acquiring the machine. Application for registration of a radiation or MRI machine shall be made on FORM **DHHS/RHS A** "Application for Radiation or Magnetic Resonance Imaging Machine Registration" provided by DHHS/RHS.

All **original** completed forms and letters must be mailed to the following address:

**Department of Health & Human Services
Radiological Health Section
29 Hazen Drive
Concord, New Hampshire 03301-6503**

Forms are available on our website: <https://www.dhhs.nh.gov/dphs/radiological/forms.htm>

The New Hampshire Rules for the Control of Radiation (NHRCR) are available at:
<https://www.dhhs.nh.gov/dphs/radiological/rules.htm>